



## **Boarding-up a Vacant Structure**

In the event a vacant structure must be boarded-up, a permit is required. No one is to place boards or other non-conventional material over the doors, windows or any other opening of any building or structure without first obtaining a boarding-up permit.

### **How do I obtain a Boarding-up permit?**

- Complete an application form to include:
  - Name, address and phone number of the owner
  - Name, address and phone number of the local agent
  - Tax parcel identification number
  - Address of the structure
  - Security and maintenance plan
  - A permit fee of \$200.00
    - The permit may be renewed at a cost of \$100.00
- What is included in the security and maintenance plan?**
  - The length of time the owner expects the structure to be boarded.
  - What color of paint will be used?
    - Two coats of paints similar to the main structure is required.
  - How will the structure be secured?

### **Important Additional information:**

- A vacant structure which is boarded-up must also be registered.
  - Vacant structure registration fee is \$100.
- Any boarded-up structure must be posted with the case number, the local agent's name, and the local agents 24 hour contact phone number.
- The county may conduct an inspection to ensure the structure is boarded up in accordance with the security and maintenance plan.

### **Frequently Asked Questions:**

- If my building or home is damaged by a storm, do I have to obtain a boarding-up permit?
  - A boarding-up permit is not required to board up a structure for 30 days or less in the event of a temporary emergency such as damage caused by vandalism, theft, or weather. If the building is to remain boarded-up for longer than 30 days, a permit will be required.
- Does this ordinance apply to my building if it was already boarded up prior to the adoption of the ordinance?
  - Yes. The ordinance does apply.
- Do I have to board up my vacant house?
  - No. A vacant house does not have to be boarded-up unless the house cannot be secured through conventional means.
  - The vacant house must be registered.

Department of Planning and Development

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**BOARDING-UP APPLICATION FORM**

**BLD Case Number:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
**CEU Case Number:** \_\_\_\_\_ (if applicable)

To board-up a structure, please complete this form and return it along with a \$200 permit fee to the Gwinnett County Department of Planning and Development, Building Permits Section.

**Property Information:**

Property Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Tax Parcel Information: (Land District, Land Lot, Parcel): \_\_\_\_\_

**Owner Information:**

Name of Property Owner: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_

**Local Agent Information:**

Same as Owner: **Yes**  **No**   
Name of Local Agent: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_

**PROPOSED SECURITY and MAINTENANCE PLAN**

What is length of time you expect the structure to remain boarded-up? \_\_\_\_\_  
Boards must be painted with **two** coats of paint similar in color to the main structure. [PMO 14-332(e)]  
What color of paint is proposed? \_\_\_\_\_ How often will the structure be visited? \_\_\_\_\_  
What is your proposed plan to secure the structure? \_\_\_\_\_

- NOTE: THE PERMIT EXPIRES SIX (6) MONTHS FROM DATE OF ISSUANCE.**  
**NOTE: RENEWAL OF PERMIT TO BE WITHIN THIRTY (30) DAYS OF EXPIRATION (Renewal Fee \$100).**  
**NOTE: ANY STRUCTURE WHICH IS BOARDED UP SHALL BE POSTED WITH THE NAME, PERMIT INFORMATION, AND 24 HOUR CONTACT PHONE NUMBER OF THE LOCAL AGENT.**

For questions, please call 678.518.6000 or contact us via e-mail at [pnd@gwinnettcountry.com](mailto:pnd@gwinnettcountry.com)

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